

HOME & SCHOOL

Kennedy Junior High School

Executive Board:

Position	Description
President (1-2)	The President(s) shall preside at all meetings of the H&S Association and the Executive Board. The President is a member of the Board of Managers of the General H&S Association and shall attend the District 203 General H&S Association meetings. The President works with the Principal and the Treasurer, and performs other duties designated by the Executive Board. The President also works with the SFCP committee on their projects. The President is responsible for comparing the H&S Association's bank statement to the reconciliation report on a monthly basis, and pays out money should the Treasurer be unavailable.
Vice President	The Vice President performs the duties of the President in their absence and provides snacks and drinks for the 6th Grade Orientation. The Vice President is in charge of the Magazine Drive.
Secretary	The Secretary shall have custody of all records and documents, keep a copy of the By-laws, and record all amendments and revisions. The Secretary shall keep a record of the meetings of the Association and of the Executive Board and take care of all correspondence and notices of meetings. The Secretary shall send a copy of the previous meeting's minutes to each Executive Board member and Committee Chairperson prior to the next Home & School Board Meeting.
Treasurer	The Treasurer shall receive and disburse all funds, and keep an accurate record and account of the same as per Naperville District 203 General Home & School guidelines. The Treasurer shall be responsible for the preparation of the budget, which shall be subject to approval of the Executive Board and Committee Chairpersons. The Treasurer shall present a financial report to the members present at each Kennedy H&S meeting. Books shall be turned over to the successor prior to the beginning of the new fiscal year. The Treasurer shall insure that a startup balance in the amount of \$5,000 is allocated at year end to provide funds for expenditures occurring early in the following year.

Committees under Kennedy Home & School Board:

Committee	Description
Book Fair (2)	The Book Fair Chairpersons serve as liaison between the LRC staff and the Association. The Chairperson works with the LRC director and book fair vendor to coordinate two book fairs per school year and is responsible for staffing volunteers and managing sales and communication.
Concessions (2)	The Concessions Chairpersons manage the purchasing, organizing and tracking of inventory. In addition to training, promoting and filling in for open volunteer spots, they are responsible for creating a Signup Genius and tracking for each sport (home events only).
Dance (2)	The Dance Chairpersons coordinate with KJHS Student Council Directors to put on two Dance/Social Events per school year for all KJHS students. Chairperson will be responsible for decorations, soliciting of snack/food/beverage donations, and coordinating of parent volunteers to assist with the events.
Directory (1)	The Directory Chairperson gathers data, assembles, and distributes the all-school Student Directory. The directory is for the personal use of students and families of Kennedy Junior High School only
Dinner Night Out (1)	The Dinner Nights Out Chairperson coordinates with local restaurants, bakeries and dessert places to schedule a dinner night out fundraiser and then provides all the necessary information for families to participate. Following a dinner night out fundraiser, the committee chair is responsible for collecting the profit check from the restaurant, providing it to the Treasurer and then keeping detailed notes of the fundraiser for future use.
Family Connections (1)	The Family Connections Chairperson works with the school Nurse and Guidance Staff to help Kennedy families who are in need of financial or any other kind of family support. This is a strictly confidential matter and the Chairperson will keep Kennedy Junior High Home & School informed of any help needed.
Gift Cards (2)	Gift card sales give parents options for giving gifts to teachers and other Kennedy staff to show their appreciation, typically before winter break and during Teacher Appreciation Week/end of school year. Committee can help Exec Board determine which gift card program is best for teachers, parents and Home & School and coordinate gift cards orders, payment and distribution.
Hospitality (2)	The Hospitality Chairpersons coordinate refreshments for school events such as Fall Curriculum Night, Vision and Hearing Screening, Fall/Spring Staff Luncheons, Spring Open House, Senior Reunion, and other social events the Association sponsors.
Moving On Ceremony (2)	The Moving on Ceremony Chairpersons coordinate Decorations, Hospitality, Invitations, Programs, Class Gift, DVD creation and Volunteer coordination for the 8th Grade Moving On Ceremony.
Nominations (1)	The Nominations Chairperson fills open Committee Chair Positions and fills open Executive Board positions. This is a fully remote position.

School Supplies (2)	The School Supply Chairpersons coordinate the ordering, sale and distribution of school supply packets for the convenience of Kennedy Junior High School students/families.
School Family Community Partnership (SFCP) (2-3)	The SFCP Chairpersons coordinate activities in support of the School Improvement Plan. The Chairperson will work closely with the Home & School President on projects benefiting the staff and families of Kennedy Junior High School.
Spirit Wear (1)	The Spirit Wear Chairperson orders, sells, and distributes Kennedy Spirit Wear items and PE uniforms to staff and students throughout the school year and at the incoming 6th Grade Parent Orientation in May.
Yard Signs (1)	The Yard Signs Chairperson coordinates with the vendor to offer yard signs for purchase periodically throughout the year (including yard signs for 8th grade graduation in May) and then organizes orders for pick up from the school.
Volunteer Coordinator (1)	The Volunteer Chairperson compiles a master list of volunteers for sharing with committee chairs so they can compile their own committee-specific lists. They are also responsible for getting volunteers for the Vision/Hearing Screenings and Counselor Visits. If there is no School Supplies chair in place by August, the Volunteer Coordinator is responsible for finding volunteers for school supplies distribution.